

Finance Office

Department Overview

The Finance Office provides professional financial services to the Public, County Commission, and Elected Officials, Department Heads and Employees of Gallatin County. The office is responsible directly to the County Administrator and the Commission.

The Finance Office supports the County Commission in receiving budget requests, analyzing revenue capacity, analyzing departmental requests, and plan, coordinate, and track effects of decisions during Budget meetings. The department is responsible for the Budget Document, monthly and quarterly reports on revenues, expenses and variations to the budget; prepares the mid-year budget analysis; prepares Financial Trend Analysis Report, calculates future year revenues and expenses for use in estimating funds available for future Budgets; prepares reports and gives financial recommendations, facilitates committees as appointed by the Commission and coordinates counties response to legislative bills.

The Office will submit the FY 2010 Budget to the Government Finance Officer's Association for consideration for Certificate of Excellence. This will be the fifth time the County has submitted a budget. The Department has received the GFOA Distinguished Budget Presentation Award for each of the last four year documents.

Department Goals

- To develop a budget document that is clear, concise and easy to read by the general public.
- Develop and use sound management and financial "best" practices.
- To educate elected officials and department heads on fiscal and financial activities.
- To be referred to as the best county in the state from a fiscal and financial perspective.
- To discuss, design, review and implement full Performance Budgeting for all major departments tied to long- term needs and the CIP.

- To prepare and enhance information for ninth year Financial Trend and Analysis report including mid-year budget review.
- To have open communication between Finance Office and customers.
- To enhance the Finance Office ability to analyze budget requests, implement performance budgeting and maintain service levels to customers.
- To develop a Long Term Financial Plan (expansion of financial trend analysis).
- To assure efficient and effective management of the public's resources by providing quality financial services.
- To provide knowledgeable and courteous customer service to all who contact the Finance Office with questions or concerns.
- Continue to move departments forward with performance budgeting.

Recent Accomplishments

- Received GFOA Distinguish Budget Award for fourth year.
- Implementing county-wide performance measurement system.
- Provide Budget and Financial Analysis on the County Web Page.
- Budget Analyst Reviewer for GFOA Budget Certification Program.
- Developed Balanced Budget projected forward into FY 2011.
- Provided assistance to various Boards with accounting, budget and financial requirements.
- County Commission approved the consolidation of Clerk & Recorder Accounting Department with the Finance Office.

GENERAL GOVERNMENT

Finance Office

Department Budget

Object of Expenditure	Actual FY 2008	Final FY 2009	Actual FY 2009	Start-Up FY 2010	Request FY 2010	Preliminary FY 2010	Final FY 2010
Personnel	\$ 149,091	\$ 155,817	\$ 155,050	\$ 341,878	\$ 341,878	\$ 340,753	\$ 155,023
Operations	32,202	94,000	57,302	123,974	123,974	125,099	90,481
Debt Service	-	-	-	-	-	-	-
Capital Outlay	1,787	2,500	-	6,000	6,000	6,000	2,500
Transfers Out	-	-	-	-	-	-	-
Total	\$ 183,080	\$ 252,317	\$ 212,352	\$ 471,852	\$ 471,852	\$ 471,852	\$ 248,004

Budget by Fund Group

General Fund	\$ 165,705	\$ 186,317	\$ 169,352	\$ 405,852	\$ 405,852	\$ 405,852	\$ 182,004
Special Revenue Funds	17,375	66,000	43,000	66,000	66,000	66,000	66,000
Debt Service Funds	-	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-	-
Total	\$ 183,080	\$ 252,317	\$ 212,352	\$ 471,852	\$ 471,852	\$ 471,852	\$ 248,004

Funding Sources

Tax Revenues	\$ 122,284	\$ 123,519	\$ 103,954	\$ 230,990	\$ 230,990	\$ 123,519	\$ 67,922
Non-Tax Revenues	247,264	252,310	212,346	471,840	471,840	318,310	163,572
Cash Reappropriated	(186,468)	(123,512)	(103,949)	(230,977)	(230,977)	30,023	16,509
Total	\$ 183,080	\$ 252,317	\$ 212,352	\$ 471,852	\$ 471,852	\$ 471,852	\$ 248,004

Department Personnel

No. of Positions	FT/PT	Title	FTE
1	Full-Time	Finance Director	1
1	Full-Time	Budget Coordinator	1
Total Program			2

Finance Office

2010 Budget Highlights

Personnel

- Change in personnel include consolidation of Accounting as an activity of Finance

Operations

- Increase due to consolidation of offices.

Capital

- Capital Outlay \$2,500 for monitor, laptop purchase
- Capital Outlay \$3,500 for Printer - Accounting

County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the Finance Office is striving to fulfill those goals.

Exceptional Customer Service

- Respond to public inquiries within 4 hours, with answers available within 8 hours.
- Prepare a clear concise and easy to read Budget Document.
- Provide Training on updated Software

Be Model for Excellence in Government

- Input solicited on legislative proposals.
- Referred to as the best county fiscal office in the state.
- Develop a long-term plan for operations and capital needs.

Improve Communications

- Educate the public, commission, employees, elected officials, department heads of the county on fiscal and financial activities.
- Develop and implement performance measurements, performance budgeting.
- Present financial condition of the county to all users.
- Continue to provide the public with access to County Budget and Financial Forecast on web site.

To be the Employer of Choice

- Maintain competitive in the market place.
- Train employees in Fiscal and Financial duties and responsibilities.
- Provide a positive and flexible work environment.

GENERAL GOVERNMENT

Finance Office

WORKLOAD INDICATORS / PERFORMANCE MEASURES

Workload Indicators		Actual	Actual	Actual	Projected
Indicator		FY 2007	FY 2008	FY 2009	FY 2010
1.	Public meetings held on the budget	12	15	17	18
2.	Appearances on media (TV/radio) on budget	5	10	5	4
3.	Preliminary budget meetings held with departments	62	65	68	66
4.	Size of the county's budget	\$90 mil	\$93 mil	\$82.6 mil	\$125 Mil
5.	Number funds	248	245	232	230
6.	Number of budgeted transfers	38	26	32	20
7.	Budget amendments presented	35	30	34	29
8.	Budget Off-Site Work Session in 2 days or less	3	3	2.3	2

Performance Measures		Actual	Actual	Actual	Projected
Measure		FY 2007	FY 2008	FY 2009	FY 2010
1.	Distinguished Budget Presentation Award	Received	Received	Received	Apply
2.	County's Bond Rating	A	A+	AA-	AA-
3.	Financial Statements	Unqualified	Unqualified	Unqualified	Unqualified
4.	% of Resolutions Adopted without errors (100% goal)	65%	90%	98%	98%

Comments

The Finance Office continues to provide assistance in completing the Performance Measures to all departments. There are still departments that are reluctant to participate but the number continues to decrease.